Communication Plan Job Aid

A communication plan identifies the type and frequency of communications to stakeholders. This keeps stakeholders up-to-date with accurate information, ensuring their continued support for the project.

Communications Guidelines
- Create clear and specific messages
- Support the training program
- Update the plan to reflect additional communication needs such as:
  - Additional stakeholders
  - Changing stakeholder communication needs and interests

How to create a communication plan:
The communication plan builds on the stakeholder analysis completed in the Plan phase. Using the stakeholder analysis, identify stakeholder communication needs and how to address those needs. This includes the following components:

Type
- How will the communication be delivered?
  - E-mail, phone call, meeting, casual person-to-person, videoconference, newsletter, etc.

Frequency
- How frequently will the communication be delivered?
  - Once, daily, weekly, monthly, etc.

Responsible
- Who is the individual responsible for creating the communication?

Sender
- Who will deliver the communication?
  (May be the same person responsible for creating the communication.)

Due Dates
- Draft date
  - Date by which responsible individual will create the communication
- Final date
  - Date by which the final version of the communication will be complete
- Target delivery
  - Estimated date by which the communication will be delivered
- Actual delivery
  - Actual date by which the communication is delivered